



ANNOUNCES AN EMPLOYMENT OPPORTUNITY
for
COURT MANAGER
(FAMILY LAW)

- Plans, organizes, coordinates and directs the work of an assigned section of the Court.
- Assists in the development and implementation of organizational goals, objectives, values and policies; develops and implements procedures and work standards for the section.
- Coordinates section activities with other Court sections and divisions, outside agencies and concerned parties.
- Prepares and recommends long and short-term plans for assigned services and programs; assists in budget planning and administration.
- Monitors and evaluates program services; develops specific proposals to meet identified goals and needs.
- Resolves difficult problems related to section activities and functions.
- Represents the section within the Court, with outside agencies and concerned parties.
- Interprets complex codes, regulations, policies, and procedures and provides guidance and assistance for staff and the public.
- Directs the preparation of a wide variety of records and reports regarding section activities.
- Directs the development of management systems, procedures and standards for assigned section.

- Monitors legislative developments, evaluates their impact on service area and develops recommendations to ensure compliance and effective service delivery.
- Provides administrative staff support for judicial officers as required.
- Supervises and evaluates subordinate supervisors; participates in and recommends staff selection, promotions, and disciplinary actions; evaluates needs for and requests specialized training for supervisors and staff.

MINIMUM QUALIFICATIONS:

Either I

Experience: Five (5) years of progressively responsible legal clerical experience, which includes two (2) years of supervisory experience.

Or II

Experience: Five (5) years of progressively responsible experience in a variety of administrative areas, which includes two (2) years of supervisory experience.

Knowledge of:

Administrative principles and methods including goal setting, program development and implementation, and employee supervision; applicable legal guidelines and standards governing the administration of assigned service area; organization, function and operation of the Superior Court system; legal terminology; basic budgetary principles; relevant codes, policies, procedures and processes; data processing systems and applications related to the work; record-keeping principles and practices.

Ability to:

Plan, organize, administer and coordinate a variety of court programs and services within the section assigned; direct and evaluate the work of staff; develop and implement goals, objectives, policies, procedures and work standards; select, motivate and evaluate staff and provide for their training and development; analyze complex technical and administrative problems, evaluate alternatives and adopt effective courses of action; prepare clear and concise reports, correspondence and other written materials; establish and maintain effective working relationships with those encountered in the course of the work; exercise sound, independent judgment within general policy guidelines.

DESIRABLE QUALIFICATION:

Possession of a Bachelor's Degree in business, social science, public administration or a related field.

TYPICAL PHYSICAL REQUIREMENTS:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to thirty (30) pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers and fax.

OTHER REQUIREMENTS:

The incumbent will be expected to travel to other Court facilities within Sacramento County and, on approval, occasionally travel to conferences, workshops and seminars at various locations within the state or out of state.

SELECTION PROCEDURES:

1. Applicants must submit a completed **court application form, resume** and **answers to the supplemental questionnaire** by **5:00 p.m. on Friday, July 28, 2006** (*or until filled*). Applications received by the final filing date of July 28, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.
2. Application packets will be evaluated to select the best-qualified candidates to continue in the selection process.
3. The best-qualified candidates will be invited to a panel interview. The interview may consist of written and/or oral questions.

SELECTION PROCEDURES FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet all three (3) of the following requirements:

1. Be a regular Court employee.
2. Meet the minimum qualifications for the classification as referenced in this job announcement.
3. Be working as permanent in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.

TO APPLY FOR TRANSFER: Employees who are eligible to transfer into the Court Manager position must submit a completed **court application form, resume** and **answers to the supplemental questionnaire** by **5:00 p.m. on Friday, July 28, 2006** (*or until filled*). Applications received by the final filing date of July 28, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Division Manager.

The hiring Division Manager will contact applicants regarding the status of their applications.

Eligible transfer applicants will be considered by the hiring Division Manager. Submission of an application does not guarantee an interview.

The selection procedures are subject to change.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

COURT MANAGER SUPPLEMENTAL QUESTIONNAIRE

Completion of this questionnaire is a required part of the examination process. Your responses **must be submitted** with your **court application** form and **resume**. Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.

Be sure to answer the questions completely and accurately. Your responses will be used to evaluate your **writing skills** as well as your **experience** and **qualifications** when determining the best-qualified candidates for interview.

Please include your name on each page of your response and limit your response to no more than one (1) page per question.

1. Describe an experience where you have demonstrated leadership and motivational strategies.

2. Describe your direct supervision experience including the number of staff and your role and responsibilities.

3. Describe your experience conducting administrative studies of programs and preparing recommendations of changes to existing organizational policy and procedures. Include in your response a brief description of the most complex administrative program issue that you have addressed and the outcome.

4. Describe a project that you have planned and managed. Include in your description the scope of the project, who was involved, what was being represented and the outcome.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.).

Employment with the Superior Court of California, County of Sacramento is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

BENEFIT INFORMATION

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

Vacation: Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.

Holidays: The Superior Court of California, County of Sacramento recognizes thirteen ½ (13 ½) holidays per year.

Sick Leave: Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.

Parental Leave: Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.

Retirement: Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

Group Health, Dental and Life Insurance: The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.

Deferred Compensation: The Court offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a monthly basis.

Credit Union: The credit union offers loan facilities and systematic savings plans through payroll deduction.

Computer Purchase Program: Employees with one (1) year of service are eligible to apply for an interest-free loan for the purchase of a personal computer.